

Supporting papers for the Finance Committee meeting – 6<sup>th</sup> September 2021

Agenda item 5a – Bank reconciliation

<b>Royston Town Council 2021-2022</b>			
<b>Bank Reconciliation July 2021</b>			
<b>Receipts</b>		<b>Payments</b>	
<b>B/F</b>	<b>866,790.45</b>	<b>B/F</b>	<b>97,450.07</b>
July income	20,688.08	July payments	39,806.63
	<b>887,478.53</b>		<b>137,256.70</b>
Receipts to date	887,478.53		
Less Payments to date	137,256.70		
	<b>750,221.83</b>		
<b>Represented by</b>			
RTC Current Account -		51,742.68	
Less un-cleared Chqs		- 8,229.43	
		<b>43,513.25</b>	
Business Premium account		9,695.77	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		530,585.81	
Public Sector Deposit Fund		100,000.00	
Takings Account		705.00	
		<b>750,221.83</b>	
<b>War Memorial Account</b>			
<b>Receipts</b>		<b>Payments</b>	
<b>B/F</b>	<b>3,886.00</b>	<b>B/F</b>	<b>0.00</b>
July Receipts	3,886.00	July Payments	-
	<b>3,886.00</b>		-
Receipts to date	3,886.00		
Less Payments to date	0.00		
	<b>3,886.00</b>		
	<b>In Treasurers BPA</b>	<b>In Current</b>	<b>Total</b>
RTC War Memorial	3,706.00	180.00	3,886.00
			<b>3,886.00</b>
		Unpresented chequ	0.00
			<b>3,886.00</b>
Petty Cash for noting	01/07/2021	31/07/2021	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	<b>£ 295.15</b>	<b>£ 295.15</b>	
Prepared by Finance Assistant		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

**Royston Town Council 2021-2022**

**Charity Accounts - July 2021**

<b>Cave Account</b>				
<u>Receipts</u>			<u>Payments</u>	
B/F	<b>34,895.47</b>		B/F	<b>0.00</b>
July Receipts	-		July Payments	-
	<u>34,895.47</u>			<u>-</u>
Receipts to date	34,895.47			
Less Payments to date	0.00			
	<u><b>34,895.47</b></u>			
<b>Represented by</b>				
RTC - Cave Account	34,895.47			
Less un-cleared Chqs	-			
			<u><b>£ 34,895.47</b></u>	
<b>Leete Account</b>				
<u>Receipts</u>			<u>Payments</u>	
B/F	<b>19,267.17</b>		B/F	<b>19.05</b>
July Receipts	395.79		July Payments	6.70
	<u>19,662.96</u>			<u>25.75</u>
Receipts to date	19,662.96			
Less Payments to date	25.75			
	<u><b>19,637.21</b></u>			
<b>Represented by</b>				
RTC - Leete Account	19,637.21			
Less un-cleared Chqs				
			<u><b>£ 19,637.21</b></u>	
<b>Town Mayor's Community Trust Fund</b>				
<u>Receipts</u>			<u>Payments</u>	
B/F	<b>21,596.38</b>		B/F	<b>1,018.45</b>
July Receipts	75.20		July Payments	348.39
	<u>21,671.58</u>			<u>1,366.84</u>
Receipts to date	21,671.58			
Less Payments to date	1,366.84			
	<u><b>20,304.74</b></u>			
<b>Represented by</b>				
Mayor's Charity monies	416.74			
Community Fund	20,229.74			
Less un-cleared Chqs	341.74			
			<u><b>£ 20,304.74</b></u>	
Prepared by Finance Assistant			Date	
Agreed by RFO/Town Clerk			Date	
Approved			Date	

## Agenda Item 5b – Income and expenditure

<b>ROYSTON TOWN COUNCIL</b>																	
Summary of Royston Town Council Income & Expenditure for 2021-2022 to-date against allocated budget																	
<b>EXPENDITURE</b>	<b>Quarter 1</b>					<b>Quarter 2</b>			<b>Quarter 3</b>			<b>Quarter 4</b>			<b>Year to Date</b>	<b>Agreed Budget</b>	<b>YTD Budget variance</b>
	<b>April</b>	<b>May</b>	<b>June</b>	<b>Estimated Quarterly Budget</b>	<b>QTD Variance</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>			
Admin/Democracy	8,732	6,850	7,230	35,153	65%	6,835	-	-	-	-	-	-	-	-	29,647	129,571	69%
Museum	4,115	2,686	8,951	22,851	69%	7,089	-	-	-	-	-	-	-	-	22,841	91,666	75%
Town Hall	3,005	2,348	3,324	15,461	56%	2,972	-	-	-	-	-	-	-	-	11,649	59,613	59%
Priory Rooms	314	254	254	1,142	72%	254	-	-	-	-	-	-	-	-	1,076	14,508	22%
Market Hill Rooms	892	1,206	1,631	2,672	140%	1,240	-	-	-	-	-	-	-	-	4,969	20,294	73%
Other Expenses	2,045	-	1,372	3,426	100%	-	-	-	-	-	-	-	-	-	3,417	15,543	66%
Royston Cave	1,254	624	1,100	5,910	50%	1,259	-	-	-	-	-	-	-	-	4,237	20,032	63%
Allotments	349	348	1,234	870	222%	169	-	-	-	-	-	-	-	-	2,100	4,465	141%
War Memorial	615	85	85	1,605	49%	85	-	-	-	-	-	-	-	-	870	2,423	108%
30 Kneesworth Street	382	42	42	549	85%	42	-	-	-	-	-	-	-	-	508	1,036	147%
Plantations	464	482	482	2,410	59%	1,092	-	-	-	-	-	-	-	-	2,520	19,080	40%
Public Conveniences	157	127	127	637	65%	127	-	-	-	-	-	-	-	-	538	2,913	55%
Markets and Parking	3,725	3,762	3,495	12,024	91%	13,834	-	-	-	-	-	-	-	-	24,816	70,734	105%
<b>TOTAL EXPENDITURE</b>	<b>26,049</b>	<b>18,814</b>	<b>29,327</b>	<b>104,711</b>	<b>71%</b>	<b>35,000</b>	-	-	-	-	-	-	-	-	<b>109,190</b>	<b>451,878</b>	<b>72%</b>
<b>INCOME</b>	<b>Quarter 1</b>					<b>Quarter 2</b>			<b>Quarter 3</b>			<b>Quarter 4</b>			<b>Year to Date</b>	<b>Agreed Budget</b>	
	<b>April</b>	<b>May</b>	<b>June</b>	<b>Estimated Quarterly Budget</b>	<b>QTD Variance</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>			
Interest	4	3	16	77	30%	3									26	300	26%
Town Hall	-	1,453	1,998	4,055	85%	1,820	-	-	-	-	-	-	-	-	5,271	15,000	105%
Priory Centre	-	-	-	85	0%	28	-	-	-	-	-	-	-	-	28	500	17%
Market Hill Rooms	-	335	390	2,292	32%	714	-	-	-	-	-	-	-	-	1,439	7,500	58%
Cave	-	-	30	3,904	1%	-	-	-	-	-	-	-	-	-	30	10,000	1%
Allotments	166	25	54	306	80%	166	-	-	-	-	-	-	-	-	411	5,600	22%
30 Kneesworth Street	-	-	-	4,121	0%	4,143	-	-	-	-	-	-	-	-	4,143	15,580	80%
Museum	-	7	-	96	7%	-	-	-	-	-	-	-	-	-	7	750	3%
Markets and Parking	3,856	5,531	5,563	14,592	102%	6,201	-	-	-	-	-	-	-	-	21,151	54,000	118%
<b>TOTAL INCOME</b>	<b>4,026</b>	<b>7,354</b>	<b>8,051</b>	<b>29,528</b>	<b>66%</b>	<b>13,073</b>	-	-	-	-	-	-	-	-	<b>32,504</b>	<b>109,230</b>	<b>89%</b>
<b>PRECEPT</b>															165,734		331,469
<b>CTRS grants</b>															5,590		11,179
<b>Balance</b>															<b>£ 94,639</b>	<b>£</b>	<b>-</b>

## **Agenda item 7 – Request for Museum Tapestry funding**

### **Request to utilise ring-fenced funding: The Royston Tapestry**

I have been exploring opportunities to highlight awareness of the Royston Tapestry, as it's not currently possible to display it at the museum.

Councillor Davison mentioned that there is a ring-fenced sum of money set aside purely for the Royston Tapestry and I would like to request to use some of this to create a number of semi-permanent graphic panels to tell the story of the tapestry in the museum and produce a booklet to accompany this.

#### **1. The work**

I went out to six different graphic designers who are experienced in designing interpretation panels for museums, to ask them to provide a quotation (via email) for the design of 6 A1 size graphic panels featuring text and images, to cover the following Tapestry story themes:

- How it all started
- The materials used
- The scenes (two of these)
- What's next (plans for the future – including increasing access at annual events)
- *Sea creatures, caves and kings!* – a panel with mainly bright and colourful images and questions, for our younger visitors

I will be supplying the text and the images. There is a lot of documentation around the tapestry, and booklet created many years ago, so there is sufficient interpretation to extract for the designer to use.

The panels will be displayed on the first-floor wall space near to the staff office. We would like to replicate the panels digitally on the touch screen kiosk and produce an A5 booklet so that visitors who are unable to access the first-floor space can view the panels in print.

Once the artwork has been agreed, the panels will be produced at Big Day Graphics in Bassingbourn (they produced the large OS map on the wall of the museum).

#### **2. Quotations returned**

Four graphic designers responded and provided quotations.

The quotations include graphic design work and up to three sets of design and copy changes.

#### **3. Preferred company**

Most of these companies would produce a good set of panels for the museum, although we have reservations about Clarity, as they seem to have less creative expertise.

The preference would be to commission Anglezarke Dixon as they have produced work for a wide variety of clients and in our opinion, they have the creative edge. They have also put in the extra effort and have created a mock-up of a panel idea for the museum (see appendix). In addition, they were the only consultants to demonstrate meeting the requirements of the Equalities Act, including making provision for a range of mobility and visual impairments.

We are confident they can provide an eye-catching, engaging and attractive set of designs to showcase the Royston Tapestry and its story.

#### **4. Costs**

Graphic design work (preferred Anglezarke Dixon quote) £ 1,800.00 + VAT

Production of panels, 3mm Foamex £ 84.00 + VAT

Production of booklet\* £ 650.00 +VAT

\*Estimated at one day's graphic design work + printing of A5 booklet, run of 100 copies. We could sell these if appropriate, and if popular, we could do another print run at a later date.

**TOTAL COST OF WORK: £2,534.00 + VAT**

Helen Giles, Curatorial Support (freelance)

## Agenda Item 8

### Proposal for extension of freelance curatorial support for Royston Museum

#### 1. Work undertaken to date

The original proposal was for 27 days' work which will be reached by early September. This is slightly earlier than expected due to more time having to be spent preparing for the re-opening. Since April the consultant has been undertaking the following work on a one day a week basis:

- Site and collections familiarisation
- Dealing with collections and local history enquiries
- Meeting with volunteers and staff to discuss programming for the museum in the future
- General collections work: putting things away, updating Modes records, pest management
- Finding suitable display case manufacturers for replacement case (Restart Grant)
- Assisting the Cave Manager with his Royston Cave display case
- Applying for funding for HAM grant, for photo scanner for museum
- Saturday Duty Officer (shared on a rota)
- Supervising collections volunteers – displays, photography, cataloguing
- Meeting regarding the loan of a ceramics collection
- Preparing for re-opening: creation of new timeline display cases

#### 2. Proposed work from September to December 2021

In discussion with the Acting Lead and working out the priorities over the autumn and winter period, it is recommended allowing a minimum of 25 days which will be to the end of the year. Despite being able to achieve much over the last 5 months, on reflection, we have found that the previous allowance of 1 day per week is insufficient going forward, particularly as the museum is open to the public every Saturday and requires a Duty Officer to be on site (shared between the contractor and the Acting Lead). Below summarises the priorities for the curatorial support and suggested days allowance for each piece of work over the autumn/winter period.

Tasks	Days	Comments
Accessioning the backlog of acquired objects since early 2020	4	There is a backlog of items that have been donated to the museum and need to be processed, put onto Modes and put away
Minor improvements to collections storage	1	Moving collections around, new shelving in existing space.
Environmental monitoring	0.5	Sorting out the environmental monitoring in the museum, providing a plan for monitoring and training for volunteers
New case installation	0.5	New display case likely to be installed in the autumn (Restart Grant) and we will need to do a re-display
Accreditation policies and procedures updated and in place ready for Accreditation return	5	<b>This is a priority.</b> There is much work to do on Accreditation and many of the policies will need to be ready for approval by the new Trust when they officially start.
Writing text and liaising with graphic designer for creation of Royston Tapestry panels	3	Please see separate request to utilise some of the ring-fenced funding for the Royston Tapestry
Supervising/training collections volunteers	0.5	Ongoing

Providing curatorial advice to the new museum Trust	0.5	In preparation for any new curatorial recruitment
Curatorial handover document	2	
Duty Officer Saturdays (shared with Acting Lead)	8	During Saturdays, in addition to supporting the front of house volunteers, I can answer enquiries, support any collections volunteers and do other general tasks that arise.
<b>TOTAL DAYS</b>	<b>25</b>	

If possible, it would be good to have a bank of **5 contingency days** in addition to this, to cover any overhang into January, but also if needed to cover Saturdays for sickness and holiday.

### 3. Fees

The total fee for undertaking 25 days' work will be £8,125.00.

Extra 5 days contingency: £1,625.00

TOTAL: £9,750.00

This is based on the following:

30 days' work @ £325.00 a day.

The fee includes travel and expenses.

Helen Giles

Museums and Heritage Consultant